

Document Control

I. PURPOSE

The purpose of this procedure is to ensure that only the latest authorized versions of EMS documents are in use by EPA Region 9 personnel when executing their EMS tasks.

II. SCOPE

This procedure applies to all documents in use for the EMS at EPA Region 9.

III. GENERAL INFORMATION

The EMS Lead is responsible for document control.

Definitions

Document Control: Synonymous with document management but highlighting the importance of removing outdated versions of documents from use and circulation and ensuring that operators are only using the latest, authorized versions.

Master Computer System: Refers to the location of electronic EMS documents and records in Region 9 (split between two specific EMS sites, the internet and Lotus Notes).

IV. APPROACH

1. EMS documents are kept electronically in the Master Computer System.
2. The controlling document for the EPA Region 9 EMS is the version posted in the Master Computer System.
3. When significant updates are made to the documents, The EMS Lead notifies effected employees via e-mail

V. RECORDS

Records generated by this procedure include:

1. Internal audit records of document review (SP-A)

IV. REVISION HISTORY

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